CLASS CODE: 1868   **TITLE:** PROGRAMMER ANALYST IV   **GRADE:** S-29

DEFINITION:
Supervises a team of programmer/analysts and/or contract programmer/analysts; develops and maintains work plans for moderate to complex projects; maintains a level of knowledge of the application system(s), multiple platforms and new technologies to provide technical expertise and advice to team, users, and management; coordinates multiple user requests; performs detailed analysis and design tasks; assists with the preparation of RFP software specifications; supports major system/project initiatives and/or maintains multiple existing application systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is advanced systems analysis and supervisory work. It is distinguished from the Programmer/Analyst III primarily by the performance of full supervisory duties and responsibility over two or more subordinate employees. Incumbents supervise two or more professional level IT subordinates located in a single location and have no subordinate supervisors in an IT class.

ILLUSTRATIVE DUTIES:
Plans, organizes, coordinates, assigns, and evaluates the work of lower level programmer/analysts on an extended project or regular basis;
Provides guidance, training and work counseling as needed;
Identifies training needs;
Serves as team supervisor for moderate to complex new applications or enhancement projects;
Evaluates new or alternative approaches to systems development;
Develops programming schedules, assignments, and standards;
Identifies, defines, estimates, and prioritizes tasks;
Assigns tasks and documents schedule;
Reviews and refines plan;
Provides technical guidance and training to staff;
Confers with users to determine system requirements and program acceptability and/or to define and analyze requests for program modifications or corrections;
Identifies and documents requirements using narratives, process flows, and output samples;
Develops technical program specifications and work plans;
Designs and documents procedural flows and file layouts;
Prepares procedural manuals and documentation for system users;
Trains system users;
Provides technical assistance to user departments;
Plans and conducts acceptance tests for new systems and modifications to existing systems;
Assures quality of system test results;
Provides analysis and documentation for programming;
Monitors program development, detects, analyzes, and solves systems and programming problems;
Responds to emergencies;

Coordinates the implementation of systems with users and operations personnel;
Participates in meetings with user staffs and management personnel to define priorities, scope, resources, and time frames of projects;
Develops strategies for implementing new technologies and standards and for addressing performance issues and problem resolution;
Monitors and evaluates the effectiveness of installed data processing systems;
Tests, evaluates, and debugs software systems prior to installation;
Researches and evaluates new/proposed software and methodologies technology for effectiveness and applicability;
Assists in the development of requests for proposals and participates in the evaluation of responses and selection of vendors;
Monitors contract performance, ensures contract compliance, approves contract deliverables, and payments, resolves problems, and writes technical reports as needed;
Supervises and/or writes new or modified existing computer programs;
Tests and debugs computer programs and corrects program logic when necessary;
May prepare reports on information collected.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Thorough knowledge of the principles of systems design and analysis and of modern techniques in systems analysis.
Thorough knowledge of multi-platform computer languages, programming principles, and practices and particular operating characteristics of the hardware on which the language is processing.
Thorough knowledge of the capabilities and the operating requirements of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments.
Considerable knowledge of effective project management methods, practices and techniques.
Considerable knowledge of block diagraming, flow charting, and procedural report writing.
Knowledge of effective supervisory practices, methods, and techniques.
Ability to plan, organize, and conduct system analysis and to evaluate administrative processes and procedures.
Ability to train technical and professional employees.
Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements.
Ability to establish and maintain effective business relationships.
Ability to plan, organize, coordinate, assign and evaluate the work of lower level programmer/analysts.
Ability to prepare clear, structured programs of a highly complex nature for efficient machine utilization.
Ability to write comprehensible user system documentation.
Ability to communicate with users and translate technical matters into understandable terms.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:

Possession of an associate's degree in computer science, or related field, PLUS
Six years' programming/analysis experience; OR
Possession of a bachelor's degree in computer science, or related field, PLUS
Four years' programming/analysis experience in a complex information systems environment, including lead or supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:
None.

ESTABLISHED: May 24, 1999